

## **TRANSPORTATION**

### **SERVICE DESCRIPTION:**

This service shall consist of travel to and from certain specific rehabilitation programs as part of a Special Health Care Needs (SHCN) Service Plan when other means of transportation are not accessible to the client.

The Provider must state the SHCN service to which the client is being transported on the Transportation Prior Authorization request.

### **SERVICE LIMITATIONS:**

- Transportation will only be approved for clients as a means of attending the following services funded through SHCN:
  - Pre-Vocational/Pre-Employment Training; and
  - Socialization Skills Training (training in facility).
- Transportation funds may not be used to reimburse the transport of clients in privately owned vehicles;
- Maximum reimbursement is one round-trip per day per client; and
- Transportation service is provided only within the state of Missouri.

### **PROVIDER REQUIREMENTS:**

The Provider must have a Department of Health and Senior Services (DHSS) Participation Agreement for Professional and Special Services Provider form and Provider Application for the provision of Transportation and have policies and procedures in place, which assure the safety and well being of clients transported. Providers certified by MO HealthNet for the provision of Non-Emergency Medical Transportation will be accepted by DHSS.

Direct service personnel must have documented training that addresses the following:

- CPR and First Aid;
- Emergency Procedures;
- Characteristics of TBI; and
- Behavioral techniques effective for persons with TBI.

<b>TYPE</b>	<b>UNIT OF SERVICE</b>	<b>REIMBURSEMENT RATE</b>
INDIVIDUAL	1 MILE	\$ 1.25
GROUP-SAME LOCATION	1 MILE*	\$ 1.25
GROUP-DIFFERENT LOCATIONS	1 MILE**	\$ 1.25

\* Pro-rated equally among eligible clients \*\* Point to point

## **DOCUMENTATION REQUIREMENTS:**

Providers must retain for three years, from the date of service, fiscal and treatment records that coincide with and fully document services billed to DHSS, and must furnish or make the records available for inspection or audit by DHSS or its representative upon request. Failure to furnish, reveal, and retain adequate documentation for services billed to DHSS may result in recovery of the payments for those services not adequately documented and may result in sanctions to the Provider's participation in DHSS programs. This policy continues to apply in the event of the Provider's discontinuance as an actively participating DHSS Provider through change of ownership or any other circumstance.

## **REFERRAL INDICATORS:**

The typical client referred for this service is unable to access normalized means of transportation, such as public, family/friend, because:

- Of physical or cognitive barriers;
- Providing such transportation creates a hardship for the family; and
- Such transportation is unavailable in the community.

## **EXAMPLES**

### **Individual:**

- Used when a person is transported individually;
- Must include one-way mileage to/from home/pick-up point to rehabilitation facility; and
- Maximum of one round trip per day per client.

Example: Distance from client's home to rehabilitation program is 15 miles. Allowable mileage is  $15 \times 2$  or 30 miles per day.

### **Group (same location):**

- Used when multiple clients are transported from same pick-up point to rehabilitation program;
- Must include list of clients' names;
- Must include 1-way mileage to/from pick-up point to rehabilitation facility; and
- Maximum of one round-trip per day.

Example: Distance from pick-up point to rehabilitation is 15 miles. Three DHSS clients are transported. Allowable mileage per client is  $15 \div 3 \times 2 = 10$  miles per day per client.

### **Group (different locations):**

- Used when multiple clients are transported from different pick-up points to/from rehabilitation program;
- Must include list of clients' names and mileage between each pick-up point. (See diagram below); and

- Maximum of one round-trip per day per client, between client pick-up points.

Example: Distance from client 1 - client 2 is 12.5 miles. Allowable mileage for client 2 is 12.5 times 2 = 25 miles.

